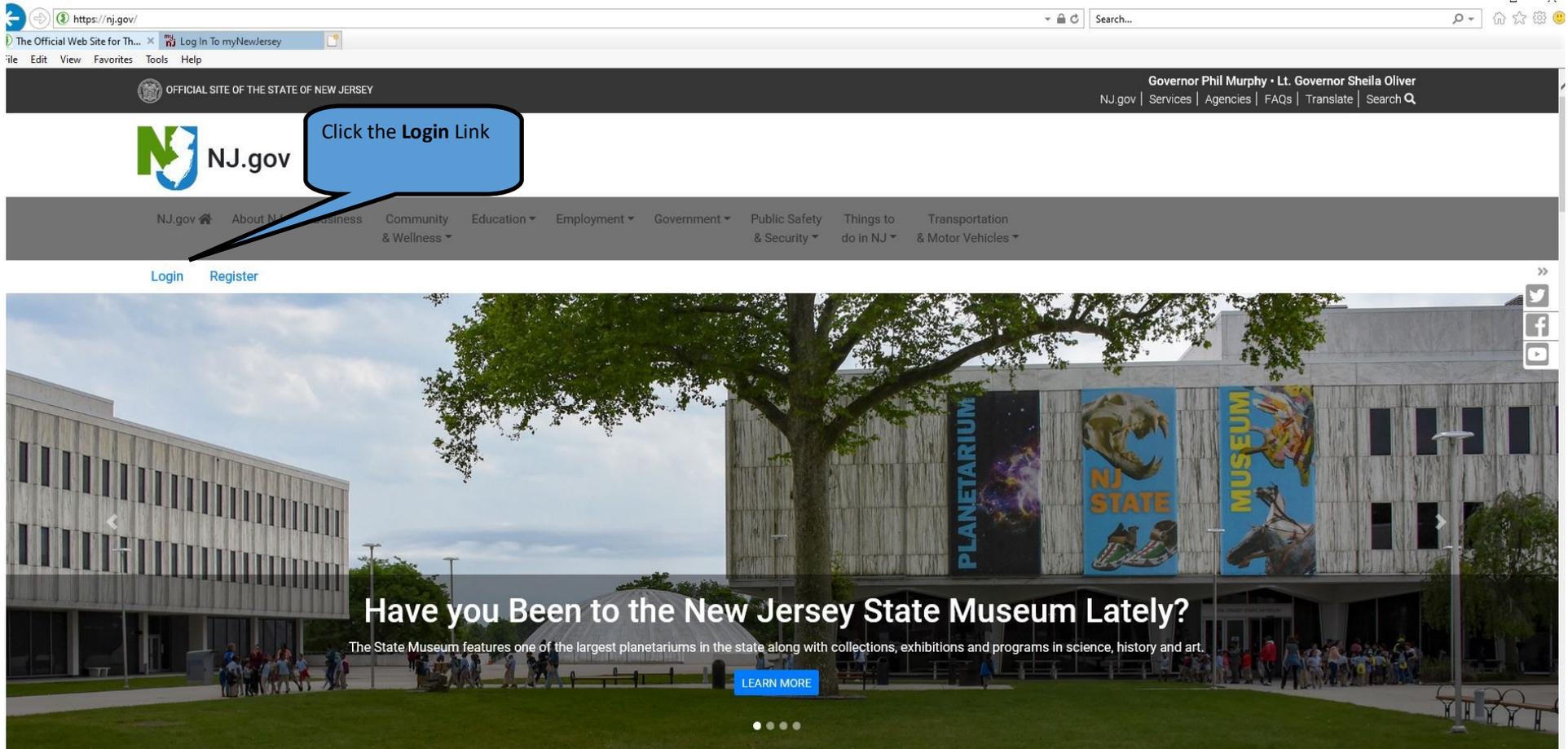


# UPDATING INFORMATION ON THE MUNICIPAL CONTACT LIST

## From Your Internet Browser Go To The New Jersey Homepage at WWW.NJ.Gov



The screenshot shows a web browser window with the URL <https://nj.gov/>. The browser's address bar includes a search field and navigation icons. The page header identifies the site as the "OFFICIAL SITE OF THE STATE OF NEW JERSEY" and lists the Governor and Lt. Governor. The main navigation menu includes links for "Login" and "Register". A blue callout box with the text "Click the Login Link" points to the "Login" link in the navigation menu.

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Governor Phil Murphy • Lt. Governor Sheila Oliver  
NJ.gov | Services | Agencies | FAQs | Translate | Search

NJ.gov

Log In To myNewJersey

file Edit View Favorites Tools Help

Log In Register

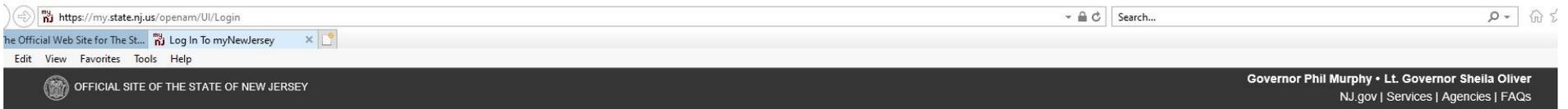
PLANETARIUM  
NJ STATE  
MUSEUM

### Have you Been to the New Jersey State Museum Lately?

The State Museum features one of the largest planetariums in the state along with collections, exhibitions and programs in science, history and art.

LEARN MORE

## Login With Your GovConnect User ID and Password



**myNewJersey**  
powered by njoi!

### Log In to myNewJersey

**Login ID:**  
  
[Forgot your login ID?](#)

**Password:**  
  
[Forgot your password?](#)

**Log In**

[Need help?](#)

Don't have a myNewJersey account?  
**Sign Up**

Enter your ID and Password-  
They are case sensitive!

### Statewide

- [Governor Phil Murphy](#)
- [Lt. Governor Sheila Oliver](#)
- [NJ Home](#)
- [Services A to Z](#)
- [Departments/Agencies](#)
- [FAQs](#)
- [Contact Us](#)
- [Privacy Notice](#)
- [Legal Statement & Disclaimers](#)
- [Accessibility Statement](#)

# Review All Contact Information and update Any Changes



## Adding Contact

te:  
 he title you want to use is not on the dropdown list, choose "Elected Official" to create local elected titles (e.g. Council Member) or choose "Other" to create local titles for non-elected officials.

		<i>Private?</i>
Title	<input type="text" value="Municipal Clerk"/> <input type="button" value="Show List"/>	
<small>Functional Title: Municipal Clerk</small>		
Official's Name	<input type="text"/> <input type="text"/> <input type="text"/>	
<small>Name Format: [First Name][M.I.][Lastname]      Salutory Title &amp; Last Name: for mailing purposes</small>		
Address:		
Address 1	<input type="text"/> <input type="button" value="Show Known Addresses"/>	<input type="checkbox"/>
Address 2	<input type="text"/>	
City	<input type="text"/>	
State	NJ ▾	
Zip Code	<input type="text"/>	
Mailing Information:		
Address 1	<input type="text"/> <input type="button" value="Show Known Addresses"/>	<input type="checkbox"/>
Address 2	<input type="text"/>	
City	<input type="text"/>	
State	NJ ▾	
Zip Code	<input type="text"/>	
Office Phone	( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/>	<input type="checkbox"/>
Home Phone	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	<input type="checkbox"/>
Mobile Phone	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	<input type="checkbox"/>

**Review/Update the "Term Expires" Date**

**CLICK the Confirm/Submit Button (Regardless of Any Change in Information)**

The screenshot shows a web browser window with the title "myNewJersey" and a tab for "Municipal Contact Informat...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The form is organized into several sections:

- Contact Information Section:** Fields for Address 2, City, State (NJ), Zip Code, Office Phone, Home Phone, Mobile Phone, Pager, Email, Office Fax, Home Fax, Term Expires (with a calendar icon), and Web site. Each field has a corresponding checkbox on the right.
- Notes Section:** A large text area for notes, with a callout pointing to a "Submit/Confirm" link.
- Planning and Zoning Section:** A header for the bottom section of the form.
- Appointment Section:** Fields for Date Appointed (with a calendar icon), Status (set to "Course Not Taken"), and Date Complete (with a calendar icon). Each has a checked checkbox on the right.

At the bottom left, there are two buttons: "Add Contact" and "Cancel".